



# Job Announcement

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**Applicants may also be considered for District Court Clerk I/II positions in the Towson and Essex locations of Baltimore County District Court.**

<b>Opening Date:</b>	July 25, 2013	<b>Closing Date:</b>	August 1, 2013
<b>Job Title:</b>	District Court Clerk I/II - Cashier	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	000539	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	District 8, Baltimore County Catonsville, Maryland	<b>Grade/ Entry Salary:</b>	Level I - J05 \$27,576 - \$32,636 Level II - J06 \$29,278 - \$34,691
<b>Financial Disclosure:</b>	No		(Depending on Qualifications)

**Regular State employees subject to promotion/demotion policy**

**If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title and location to the address below.**

**Essential functions:** Work involves specialized clerical work and cashiering functions involving court proceedings. Performs duties at the Cashier window and operates cash register to identify and validate all monies received by Catonsville Court in sufficient detail on the documents for which payment is received. Close out and balance cash registers at the end of the day and prepares bank statements. Prints and verifies cash register reports daily. Receives, opens, sorts, time stamps and distributes mail to the appropriate section of the court. Performs other clerical duties or complete special assignments as needed. Some District court Clerk positions function primarily as a cashiering position. Cashiering positions perform duties at the Cashier window and operate a cash register to validate and collect all fines, fees and costs assessed by the Judge and the court. Receives, enters, and accounts for monies received by the District Court for fines court costs and/or other fees. Close out and balances cash registers at the end of the day and prepares bank statements. Prints and verifies cash register reports daily. Cashiering positions will also perform general clerical duties as assigned.

**Education:** High school diploma or GED.

**Experience:** Level I - Two years of general clerical work experience.  
Level II - experience above, plus one year of Court experience.

**Preferred:** Cashiering experience.

**Note:** Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

**Skills/Abilities:** Ability to learn and utilize standard legal forms and documents used in the Maryland District Courts. Knowledge of modern office practices, procedures and equipment. Ability to operate a personal computer and cash register. Ability to maintain and use detailed alpha and numeric filing systems. Knowledge of basic arithmetic and to make accurate calculations. Knowledge of basic English grammar with the ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to exercise tact and understanding in stressful situations. Ability to interpret and follow complex directions. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume & cover letter stating position title, location and PIN number. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov)

(Zip files not accepted)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**